



City of Sugar Land
Parks & Recreation Department

Office Hours: Monday - Friday 8 a.m. – 10 p.m.

Saturday 8 a.m. – 8 p.m.

Sunday 1 p.m. – 5 p.m.

Main Office (281) 275-2885

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Home Page: www.imperialparkrecreationcenter.org

Registration: parkreservations.sugarlandtx.gov

**RECREATIONAL YOUTH PROGRAMS
DAY CAMP PARENT HANDBOOK**

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Dear Parents, Guardians, and Friends,

Thank you for taking the first step towards ensuring a healthy, developmentally progressive, socially interactive summer for your child or loved one. The Sugar Land Day Camp has been providing a top-rate alternative to traditional day care for over 25 years, and we're confident that you'll find those years of experience in working with tomorrow's leaders will show in the quality of your child's experience this summer.

The Sugar Land Day Camp provides an abundance of opportunities for your child. Not only will the camp have time for physical activity to promote a healthier lifestyle in our next generation, but educational opportunities (including field trips) will also enhance their experience. This summer, your camper will be exposed to social interactions that they will experience daily, from learning from and interacting with our renowned staff to a culturally diverse camper-base, mirroring the incredible diversity of our community. All of these factors combine for a camp experience like no other, one that will promote all aspects of your camper's development from athletic, to academic and social.

The calendar for the Sugar Land Day Camp is a dizzying one, filled with new adventures every day. To assist you in knowing what campers have to look forward to every day and the details of those adventures, we've compiled the "Day Camp Parent Handbook." Within its pages, you'll find an abundance of information on all things "Day Camp," everything from contact information to details about camp field trips.

In addition, there are several parental/guardian consent pages contained herein that require your immediate review and signature. If one of these consent pages is not on file for your child for the summer, he/she will not be able to participate in the said activity. As such, please review the Parent Handbook in its entirety and complete the parental/guardian consent forms immediately.

Again, we fully realize that there are a number of options as to where you choose to enroll your camper for summer fun and activities. We're thankful you've chosen us, and are confident you'll be thankful you did as well!

A handwritten signature in black ink, appearing to read "Dave Berkley", with a stylized flourish at the end.

Dave Berkley
Day Camp Director
City of Sugar Land Parks & Recreation
234 Matlage Way
dberkley@sugarlandtx.gov
281-275-2339 (direct office)

REGISTRATION

All campers must be registered, paid in full, and verified 2 weeks prior to their child's first day of camp
If you have not paid for all sessions in full or are registering for multiple weeks, a \$35 deposit is required to hold each spot.

Registration can be done one of three ways:

1. In person at the Imperial Park Recreation Center using a credit or debit card, cash, or check.
2. By sending the 'Information Form' and 'Registration Waiver Form' to parkreservations@sugarlandtx.gov. Upon receipt of these items you will receive a phone call to complete payment over the phone.
3. Returning customers only: Online by visiting parkreservations.sugarlandtx.gov

Registration fees are as follows (residency is based on primary home address):

City of Sugar Land Residents (9 a.m. – 6 p.m.): \$165.00 per week

City of Sugar Land Residents Extended Hours (7 a.m. – 6 p.m.): \$200.00 per week

Non-Residents (9 a.m. – 6 p.m.): \$195.00 per week

Non-Residents Extended Hours (7 a.m. – 6 p.m.): \$240.00 per week

Week 12 is only 2 days: \$50/Resident or \$60 /Non Resident for regular day (per session) \$60/Resident or \$75/Non Resident for extended day (per session)

CANCELLATION POLICY

Cancellations must be made a week in advance to allow ample time to fill vacancies. If a cancellation is made in shorter notice, the deposit that was put down to hold a camper's spot may be forfeited. In the event of unforeseen circumstances, please contact the Camp Director at 281-275-2339 to discuss other possible arrangements.

DROP OFFS AND PICK UPS

Drop off will be at the Imperial Park Recreation Center (IPRC), 234 Matlage Way. Upon dropping your camper off, you must come in and sign in the camper. Exceptions will not be made. Normal pick-up will also be at 234 Matlage Way and sign-out is also required with valid identification. If you need to pick up your child early please provide this information on the 'Camper Early Check Out' Log upon drop off. Again, exceptions will not be made in terms of failing to sign in/out campers. This is a safety measure by which we can ensure your child's safety and well-being. Anyone attempting to pick-up a child and is not on the list of approved persons, as provided on the child's information form by the parent/guardian who registered the child, will not be allowed to do so. Again, this simply represents another safety measure to ensure your child's safety. The parent/guardian will be contacted before they are released into their custody. If a parent wishes to add persons to their list of approved persons to pick-up their child after they have initially submitted the information form for that child, they may do so directly in writing to the Camp Director.

EARLY DROP-OFFS & LATE PICK-UPS

Campers should not arrive any earlier than 10 minutes prior to the arrival time as detailed on their registration and receipt reflecting the camp selection as chosen by the enrolling parent or guardian. Campers enrolled in the extended session (7am-6pm) should not arrive any earlier than 6:50am, and campers enrolled in the standard program (9am-6pm) should not arrive any earlier than 8:50am. Further, children should be picked up no later than their required pick-up time (6:00pm). Failure to adhere to either of these policies may result in denial of further attempted registration for camp sessions.

Should extraordinary circumstances arise; staff will make every effort possible to work to find an agreeable resolution. Upon determining that special arrangements may be necessary, please contact the camp cell phone at 281-725-7557 or the front desk at 281-275-2885 to discuss potential arrangements.

VISITORS

We certainly want parents/guardians to share in your camper's Sugar Land Day Camp experience. However, we ask that if you plan to partake in any field trips with your camper, that you inform Camp Director in writing prior to that date. Please be advised that transportation of any persons other than those registered as campers or employed as camp staff in transportation contracted for purposes of traveling to and from camp destinations is strictly prohibited. In addition, any additional persons and all costs associated with their participation in field trips (i.e. tickets, entry fees, associated costs, etc.) are the sole responsibility of said persons. The Sugar Land Day Camp will, in no way, incur any costs associated with persons not registered in or employed by The Sugar Land Day Camp.

Should you wish to have lunch with your camper, we also encourage that time shared. We ask that you limit the number of persons having lunch with your camper to immediate family, siblings, and persons listed as approved persons for pick-up/drop-off of your camper. Before/after lunch, participation in camp activities to which there is a fee associated (i.e. field trips, swimming, etc.) by persons not enrolled in camp will not be permitted.

PERSONAL PROPERTY

Should any personal toys or items be brought to camp and cause problems, they will be confiscated and secured until the day's end, at which point they will be returned to the camper and the parent/guardian informed as the camp's stance on such items. This is merely a means of preventing the loss and/or destruction of personal property while limiting distractions from camp activities.

Cell phones will not be confiscated but are only to be brought by campers as a means of contacting parents/guardians/approved pick-up & drop-off designees. Campers should not be utilizing their cell phones recreationally. The Sugar Land Day Camp would appreciate your assistance in conveying the purpose of personal cellular phones as it relates to participation in camp.

In order to provide a safe, positive and productive environment free from disruptions, distractions and threats, **the use of electronic devices during camp hours are prohibited.** This includes, but is not limited to, Mp3 players, handheld video gaming systems (Nintendo DS, PlayStation, etc.), iPads, or tablets. We encourage active camper participation in all activities; therefore, campers caught violating this rule will have the device in question confiscated for the remainder of the day to be returned upon pick-up.

It is ultimately the campers' responsibility for their own belongings (to include but not limited to: backpacks, clothing, money, towels, water bottles, etc.)

MEDICATIONS AND SAFETY

Should your camper become ill (nauseous, etc.) or be subject to an accident while at camp, an incident report and notification of the designated person(s) will take place immediately. At that point, the parent/guardian or designee may be requested to retrieve the child from the camp premises so as to determine the severity of the injury/illness and prevent any potential spread to other campers or staff. **If a child is ill prior to attending camp, please assist camp staff in preventing the spread of any potentially communicable diseases (i.e.**

viruses) or placing your own camper in harm's way by sending him or her with an injury to camp. Please ensure that all contact phone numbers are up-to-date in the event of an emergency.

Please inform camp staff immediately of any special needs your child may have (i.e. allergies, asthma, medications, etc.), and identify all of the above on your camper's information form in detail. If your child is currently on any medications and will need to take them during camp hours, please notify the Camp Director. Upon the first day of camp the 'Medication Check In/Out' forms must be filled out and discussed with the Camp Director or Camp Supervisor. **All medications must be in their original bottle with the original prescription label and with a doctor's prescription note.** If not in the original bottle, consumption of the medication will not be permitted. Identification of all medications and administration instructions must be listed in detail on your camper's information form.

LUNCHES

Lunches are the responsibility of the parent/guardian Mondays – Thursdays unless otherwise notified. A refrigerator will be available for special dietary meals only. **Please ensure that your camper's first and last names are prominently written on both the lunch bag/container itself and the drink.** On Fridays, lunch will be provided to campers, but please still supply them for a morning and afternoon snack. Campers will be provided with a pizza party including drinks each Friday. Please note any dietary restrictions or allergies on the camper information form.

APPAREL

Campers should only wear apparel that promotes active participation in all camp functions. As such, open-toed shoes will be strictly prohibited, except for at the Sugar Land Municipal Pool and other aquatic outings. Closed-toe tennis shoes, shorts and t-shirts are appropriate attire. Caps and sunglasses are welcome but are the responsibility of the camper. Camp staff will not be responsible for lost or misplaced personal items of any kind. Any and all items not claimed by the week's end of camp (Friday at 6:00 PM) will be thrown away.

Campers will each be provided a single (1) Sugar Land Day Camp t-shirt for the summer (not one per week of enrollment). This t-shirt must be worn on days we attend field trips to assist in the identification of campers. They will be issued an identification bracelet with a City of Sugar Land contact phone number during field trips.

It is highly recommended that campers be prepared each and every day to participate in aquatic play. On various days' campers will participate in water-based activities. We recommend your child be prepared with a swimsuit and towel should the need arise.

Apparel that promotes alcohol products, tobacco products, drug use, gangs, is sexually suggestive or the like is strictly prohibited. Any clothing item that is revealing and deemed inappropriate for the age spectrum of Sugar Land Day Camp (ages 5 – 13) is also prohibited. Any campers wearing items deemed inappropriate will be provided a t-shirt to wear for the day, the inappropriate item retained by camp staff and returned at day's end and the camper's parent/guardian informed as to the expectations of the camp dress code.

MOVIES

Movies will be played on occasion in the multi-purpose room and during field trips in the motor coach. All movies will be rated G or PG. If special accommodations are needed, please inform the Day Camp Director.

FIELD TRIPS & OUTINGS

One day of each session, campers will be taken on a main field trip. The schedule may change at any time and outdoor attractions are weather permitting. Transportation will be provided by a motor coach or by a 15 passenger van. Each motor coach is air-conditioned, complete with closed-circuit television (on most buses) and a lavatory on board. Seat belts will be worn correctly at all times. Booster seats will be available upon request on the camper information forms for the 15 passenger vans. Campers will conduct themselves with complete respect towards bus drivers, tour guides, staff of visited locations, and any other persons they may interact with (including other patrons). This includes respect of facilities and property of others. They are representatives of the camp, and we want to show all whose paths we cross what makes our kids so special!

The Sugar Land Day Camp will provide transportation for staff members and registered day campers only. Parents or siblings are not permitted due to the space availability. However, sharing in your child or loved one's camp adventures is welcomed and encouraged. If planning to attend a particular camp destination, we ask (as a courtesy) that you:

- 1) Notify Sugar Land Day Camp Director of your intentions in writing prior to the day of the trip.
- 2) Encourage your child's assistance in maintaining standard camp behavioral expectations and active participation.

Any additional persons wishing to attend trips with a camper must be referenced to Sugar Land Day Camp Director prior to the trip/destination date. Any fees associated with the attendance of persons other than registered campers or camp staff is solely the responsibility of that individual.

Should you seek to have your camper leave a destination other than the Imperial Park Recreation Center (i.e. from a field trip destination, etc.) you must give the Camp Director prior notice and be a parent, guardian, or person who has already been listed on your child's information form. If the individual seeking to depart from the destination is not confirmed with the child's information form as submitted by the child's parent, he/she will not be permitted to pick up camper.

SUGAR LAND MUNICIPAL POOL

Campers will visit the Sugar Land Municipal Pool twice a week, Tuesday and Thursday. The pool is located in City Park (225 Seventh Street, Sugar Land, TX 77478) at Wood and 7th Street. It is 25 yards long and ranging 3-12 feet in depth, has two 1-meter diving boards where campers can display their acrobatic-aquatic talents, and has immediate access to large shade structures around the pool's perimeter.

With the parents' consent, campers may have to take a swim test before they are allowed in the pool, not required to wear a life jacket, or to swim in the deep end of the pool and utilize the pool's diving boards.

Campers will spend approximately 2.5 hours at the pool, and should protect themselves accordingly with sunscreen. Children should bring a swimsuit to change into and bring a towel. Sunscreen is available, but if a particular brand or SPF rate is your preference, please send that product with your camper.

Pool rules do not allow the use of floaties; If you would like your child to wear a life jacket during pool days, please provide one with camper's first and last name on Tuesday and Thursday mornings along with the rest of your child's belongings. In addition, if you are not comfortable with your camper's strength as a swimmer or they simply do not wish to swim, please make note of this during registration. **(if your camper cannot swim, please denote this on your camper's information form).**

- 1) Campers not allowed to swim will receive and wear a red wristband at the pool. Poolside activities will be available for non-swimmers.
- 2) Campers that require a life jacket will receive a yellow wristband to wear at the pool and will not be allowed on the diving board or deep end.

Those children that do not wish to swim must remain within the confines of the pool facility, so as to allow their continued supervision.

DISCIPLINE, SUSPENSION & EXPULSION

This should be a summer of laughter, fun, and good times for your camper. Our expectations for behavior are very high, but very simple: respect of self, respect of others, respect of property.

That having been said, we do not anticipate many disciplinary actions to be taken this summer. However, should the need arise; a wide-array of methods may be employed.

We want for you to be completely aware of all aspects of your camper's experience at Sugar Land Day Camp. In the event that discipline needs to be imposed, one of the following will be the primary courses of action:

- Level 1 – "Let's talk about it!" (one-on-one discussion with counselor to attempt to resolve)
- Level 2 – "Take a Breather!" (not being able to participate in an activity for a short time)
- Level 3 – "DEEP Breath!" (not being able to participate in an activity for a lengthy time)
- Level 4 – "Dear Mom & Dad..." (CAMPER gets to explain, in writing, why they got in trouble)
- Level 5 – "Consultation" (meeting between camp supervisor, parent/guardian and camper)
- Level 6 – "Suspension" (post-consultation, if behavior does not improve, camper is suspended)
- Level 7 – "Expulsion" (post-suspension, if behavior does not improve, camper is expelled)

Fighting, discrimination of any sort, or destruction of other's property (i.e. other campers, The City of Sugar Land, or any off-site location visited by the Sugar Land Day Camp will result in a Level 5 or higher disciplinary action, depending on the severity thereof. A camper may be suspended for as little as a day, or as much as a week. If expelled, depending on the severity of the warranting actions, campers may face a seasonal expulsion (for the summer) or a permanent expulsion from the Sugar Land Day Camp program. Refunds will be given under the discretion of the Camp Director.

CONTACT INFORMATION

Camp Registration, Account Balance, Camp Information.....	281-275-2885
parkreservations@sugarlandtx.gov	
Camp Director.....	281-275-2339
dberkley@sugarlandtx.gov	
Summer Day Camp cell phone	281-725-7557